

Simsbury Public Library – Board of Trustees
TOWN OF SIMSBURY, CONNECTICUT
REGULAR MEETING MINUTES
Tuesday, January 18, 2022 at 7:00 P.M.
Simsbury Public Library – Weatogue Room and Zoom

Present:

Lisa Karim, Director of Simsbury Public Library; Kathleen Miller, Chair of the Library Board of Trustees; Polly Rice, Vice Chair of the Library Board of Trustees; Greg Golinski, President of the Friends of the Library; Tolly Gibbs, Mary Glassman, Linda Johnson, Holly McGrath, Mark Orenstein, and Susan Rubenstein.

CALL TO ORDER

Ms. Miller called the meeting to order at 7:00 P.M.

PLEDGE OF ALLEGIANCE

All present stood the for the Pledge of Allegiance.

APPROVAL OF MINUTES – December 20, 2021

Ms. Miller corrected that under “PUBLIC AUDIENCE”, “PEPTIA,” should be, “PEGPETIA.” Ms. Miller corrected under Election of Officers that she had been president and member of the Friends of Simsbury Public Library, but not the Fire Department Ladies Auxiliary. Under Strategic Plan, first paragraph. last line should read “until Lisa Karim, the Director of the Library, is able to attend the presentation.”

Motion: Ms. Glassman made a motion to accept the minutes for the December 20, 2021 Meeting as amended. Ms. Johnson seconded the motion. The motion carried unanimously.

PUBLIC AUDIENCE

No public audience was present.

Ms. Miller asked to amend the agenda to add the Director’s Report.

Motion: Ms. Rice made a motion to accept the addition of the Director’s Report to the meeting’s agenda. Ms. Johnson seconded the motion. The motion carried unanimously.

COMMUNICATIONS

No communications were reported.

FRIENDS REPORT

Mr. Golinski reported that the Friends first meeting of the year would be this Thursday, January 20th, and it will be on Zoom.

CHAIR'S REPORT

Ms. Miller stated that there are two vacancies on the Board. Mark Orenstein and David Blume's appointments are pending approval from the Board of Selectmen.

DIRECTOR'S REPORT

Ms. Karim reported that there has not yet been a formal request for the removal of the book *Gender Queer* from the collection.

She mentioned the curbside pickup lockers have been installed and will be available in the next couple of weeks.

She stated that the Library now has MeeScan, an app that allows guests to check out their own library materials using their own device.

Ms. Karim reported that Library staff has received pushback on the mask policy, and it escalated on one occasion to the point of needing a police presence.

She stated that the postcards informing residents of the Library's Strategic Plan will be made, beginning this week. The funding will be taken out of the operating budget.

She informed that the presentation of the Strategic Plan for the Board of Selectman will be in April.

She mentioned that the Library does not currently have a Business and Career Center Coordinator. Interviews will take place in the upcoming weeks. The position will be posted until the position is filled.

Ms. Karim reported that between vacancies and medical leave, the Library is down a handful of full-time staff members. Ms. Glassman inquired to Ms. Karim how she planned to handle it if there is a staff shortage. Ms. Karim responded that part-time staff will be working extra hours.

STRATEGIC PLAN

Ms. Miller commented that she was pleased that the presentation to the Board of Selectmen was taking place in April.

She also reiterated the importance of waiting until the presentation for the postcards to be delivered to the residents.

BUDGET

The proposed FY 2022-2023 budget was presented. Ms. Karim stated that the utility expenses are going up astronomically. The Board of Finance did not provide any guidance as to percentage increase to the Board of Selectmen this year.

She stated that unlike a lot of other departments in town the Library is very personnel heavy, and much of the increase is based in personnel increase, which is demonstrated in contractual expense.

She commented that they have capital improvement projects that are in the Capital Improvement Plan for next year. It would be \$35,000 to do an architectural study to convert the Business and Career Center to a coworking space. This project is in line with the Economic Development Commission Plan to design a coworking space in town.

Ms. Karim mentioned that the technology replacement plan's annual budget amount was instituted last year for the very first time. Next year they will not be replacing technology because it is not scheduled until 2024 or 2025, but the funding will be encumbered.

Ms. Karim indicated that the elevator is in need of replacement and there is a plan to do so in this fiscal year or next.

She mentioned that they will be advocating for an increase in database lines because contractual expenses for databases go up. They have budgeted for an extra \$10,700 for databases next year, and this ties back to the Strategic Plan's access to materials for digital content.

Ms. Karim reported that they are not asking for any service improvements this year beyond the capital improvement projects. Because of the grant funds this year they were able to accomplish many projects, such as the installation of the pick-up lockers.

Motion: Ms. Rice made a motion to approve the budget for the 2022-2023 year as presented. Ms. Johnson seconded the motion. The motion carried unanimously.

Ms. Miller asked when the presentation for the budget would be. Ms. Rice responded it would be Saturday morning, March 12th.

PEGPETIA

Mr. Orenstein said it was not possible to apply for the grant this year due to staffing limitations and it should be available next year.

EXECUTIVE SESSION

Not needed.

Ms. Rice made a motion to adjourn. Ms. Johnson seconded the motion. The motion carried unanimously. The meeting adjourned at 7:48 P.M.

Respectfully Submitted,

Amanda Blaze
Commission Clerk